

Benxpress

Log onto Lake County's Website: www.lakecountyohio.gov

- Select County departments
- Employee Health and Wellness
- Benxpress: www.benxpress.com/lakecounty

User ID: first letter in first name last name last two number of birth year

-Example: John Doe born in 1980 User ID would be: jdoe80

Password: last four of social security number

Legal Authorization

- You will need to select yes I agree in order to enroll

Once you are logged in a black welcome 2016 enrollment screen will pop up

You have 3 options that will be available to select:

- Get Started
- My Resources
- Log Out

Click Get Started

Welcome

-Instructional/descriptive page

Click Next on bottom right

You will now see your personal information please verify that this information is up to date if there has been a recent change or an issue with the information list please have your department payroll person send a change form to the Auditor's office.

After verifying you personal information Click Next

Now you will need to list your dependents

-If you have no dependents you wish to list skip this step and Click Next

-In order to add dependents you will need to know their social security Number and date of birth

- Click Add New Dependents
- Enter in corresponding information
- Click Add
- Repeat this step for all eligible dependents

-Once completed Click Next

Welcome Screen

-Click Next

Spousal Waiver

-Please read and answer appropriately

-Click Next

-If you selected yes or no to answer the Spousal Waiver you will be directed to a disclaimer page that will let you that **YOU MUST COMPLETE** the Spouse's Employer Statement of Coverage form that appears at the end of enrollment

Medical

-If you choose to waive medical coverage through Lake County

-Select Waive Coverage at bottom of section and Click Next

-If your hire date is prior to 9/1/2015 and would like to enroll into Lake County's insurance plan you will need to determine if you would like to enroll in Anthem's EPO or Point of Service plan

-If you are uncertain which plan is best for you

-click on Your Resources in blue on the top

-Select Comparison of Plans

-or you click the compare box on the same line as the plan

-this will give you description of that specific plan

-If your hire date is 9/1/2015 or later and would like to enroll into Lake County's insurance plan your plan will be the Point of Service Plan

-If you have dependent(s); you will need to select who you would like to cover under your insurance plan by clicking on the box next to their name

-you can leave the boxes empty and just cover yourself

-you can select just your child(ren) and not your spouse

-Click the circle next to the corresponding coverage you would like

-Click Next

Medical Surcharge

-This only applies to those employees who have children listed as dependents and are 26 or 27 years of age

-Click Next

Dental

- If you choose to waive dental coverage through Lake County
 - Select Waive Coverage at bottom of section and Click Next
- If you would like to enroll into Lake County's insurance plan you will need to determine if you would like to enroll in Dental PPO or NAP plan
- If you are uncertain which plan is best for you
 - click on Your Resources in blue on the top and
 - Select Comparison of Plans
 - or you click the compare box on the same line as the plan
 - this will give you description of that specific plan
- If you have dependent(s); you will need to select who you would like to cover under your insurance plan by clicking on the box next to their name
 - you can leave the boxes empty and just cover yourself
 - you can select just your child(ren) and not your spouse
- Click the circle next to the corresponding coverage you would like
 - Click Next

Vision

Basic Vision Plan is included with Medical Plan- Not Optional.

At the top above the plan selections you will see your list of dependents that you have selected for medical coverage.

-Example: If you have Family Medical selected as your coverage, you will automatically have Family Basic Vision. You will see a check mark under Family Basic Coverage with a price of \$0.00

If you would like to purchase VISION BUY UP (Buy up plan will help cover hardware)

- Click the EyeMed hyper link for more information on the Buy Up plan
- You will to select the dependent(s); that you would like to cover under this buy up plan by clicking on the box next to their name(s) on top.
 - Example: Jane Doe (Spouse) John Doe Jr (son) are automatically selected because you have Family Medical Coverage, but you only want to cover yourself and Jane you will click the box next to John Jr. to unselect him for Vision Buy (JUST BECAUSE YOU UNSELECTED FOR THE VISION BUY UP PLAN HE WILL STILL BE COVERED UNDER THE BASIC VISION PLAN)
- Under VISION BUY UP PLAN select the circle next to Employee + 1.
 - Once you select this the check mark under Basic Vision Plan will no longer be selected. Again this DID NOT cancel your Basic Vision Plan everyone that has Medical coverage through the county has Basic Vision Coverage.

-Click Next

Basic Life and AD&D

Every employee has \$20,000 basic life insurance at no cost to them

-Click Next

You will now need to assign beneficiaries

-Click Add New Beneficiary

- Select the Beneficiary Type

- Select the designation

- Enter in corresponding information

- Select Add

- If you would like to add another beneficiary repeat these steps

-If you have more than one beneficiary you can change the percentage to the amount that you feel is appropriate

-Click Save

-This will take you back to the Basic Life and AD&D screen

-Click Next

(If at anytime you need to amend your beneficiaries once you complete the enrollment and you are back to the main home screen- Click on Beneficiaries in the left column)

Voluntary Employee Life

-You can purchase additional Life Insurance during open enrollment

-If you do not want to purchase any additional life insurance at this time

- Select Waive Coverage

- Click Next

-Select the amount that you would wish to purchase

- Click Next

-You will now need to Add Beneficiaries in for the additional life insurance

- Select Click here to assign beneficiaries

- You can click Use my Basic Life and AD&D beneficiaries

- If you would like to use the same beneficiaries

- If you would like to have different beneficiaries that you would like to have for the Additional Life

- Click Add New Beneficiaries

- Click Save

-This will take you back to Voluntary Employee Life Screen

-Click Next

Long Term Disability

- You can select this monthly benefit or you can Waive Coverage
- Click next to which applies to you
- Click Next

2016 Enrollment Preview

Please double check all your selections

- If you need to make a change on your selections
 - Click on the appropriate field and this will take you back your selects
 - Amend your selection and Click Save on the bottom
 - This will take you back to the 2016 Enrollment Preview
- Review you selections again
- Once everything is correct
- Click Save Elections

Summary

Outstanding Documents for 2016

- If you have a document that is outstanding it will say
CLICK HERE TO GET YOUR FORM (click on this)
- You have 14 days to get the document(s) to offices wellness member

Confirmation Statement

- CLICK HERE TO DOWNLOAD AND SAVE OR PRINT A COPY OF YOUR CONFIRMATION STATEMENT** (click on this)

**Congratulations you have now Completed the
Benxpress enrollment for 2016**

Remember to Logout